

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.372
	STATE OF HAWAII	3.373
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Minimum Qualification Specifications  
for the Classes:

PROGRAM SPECIALIST III, IV, V, and VI

PROGRAM SPECIALIST III 3.372

**Prerequisite Knowledge and Abilities Required:**

Knowledge of: Applicants must have one or a combination of the following knowledge:

1. Research and evaluation methods and techniques; report writing; effective work organization and staff utilization.
2. Related State and federal agencies, community organizations and agencies, resources and services that interact with and have an impact on the agency' programs and activities.

Ability to: Participate in the planning and implementation of programs and/or programs activities; research, analyze, evaluate, and interpret data, reports and other complex materials, and draft reports of findings and recommendations for a course of action; utilize problem solving techniques in addressing problems, issues, and concerns, and recommend alternative solutions; read, comprehend and interpret complex material such as State statutes and/or federal regulations; communicate clearly and effectively, both orally and in writing; prepare clear and concise reports; develop and maintain effective working relationships with others; and speak effectively before groups.

PROGRAM SPECIALIST IV 3.373

**Prerequisite Knowledge and Abilities Required:**

Knowledge of: Applicants must have one or a combination of the following knowledge:

1. Program planning and evaluation; research and evaluation methods and techniques; report writing; effective work organization and staff utilization; and public relations.

2. Related State and federal agencies, community organizations and agencies, resources and services that interact with and have an impact on the agency's programs and activities.

Ability to: Plan, organize, coordinate and implement activities for the development of new or revised programs, policies and procedures; research, analyze, evaluate, and interpret data, reports and other complex materials, and draft comprehensive reports of findings and conclusions; utilize problem solving techniques in addressing problems, issues, and concerns, and recommend alternative solutions; interpret and explain pertinent federal and State policies and procedures, rules and regulations, etc., to a variety of audiences; communicate clearly and effectively, both orally and in writing; prepare clear and concise reports; develop and maintain effective working relationships with others; and speak effectively before groups.

PROGRAM SPECIALIST V

3.374

**Prerequisite Knowledge and Abilities Required:** For some positions, in addition to the knowledge and abilities required at the IV level:

Knowledge of: Effective work organization and staff utilization; and

Ability to: Plan, assign, review and evaluate the work of others; and organize and coordinate operational activities.

PROGRAM SPECIALIST VI

3.375

**Prerequisite Knowledge and Abilities Required:** In addition to the knowledge and abilities required at the V level:

Knowledge of: Principles and practices of effective supervision; and

Ability to: Plan, assign, review and evaluate the work of others; and organize and coordinate operational requirements.

**Basic Education Requirement:**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements:**

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Spclzd Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
Program Specialist III	1-1/2	0	1-1/2
Program Specialist IV	2-1/2	0	2-1/2
Program Specialist V	3-1/2	*	3-1/2
Program Specialist VI	3-1/2	1	4-1/2

**Specialized Experience:** Progressively responsible professional experience in one or a combination of the following:

1. Progressively responsible professional experience which demonstrated the ability to conduct studies and analyses of programs or projects through active participation in the planning, coordination, development and/or evaluation of programs and/or

program activities. The experience must have involved performing professional work concerned with program interrelationships, effectiveness or intra-program integration. It must further have demonstrated a high degree of analytical skill involving the ability to identify information needs, collect and analyze data, and identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action and the ability to read, comprehend and interpret complex material such as State statutes and/or federal regulations and draft comprehensive reports of findings and conclusions.

2. Progressively responsible professional work experience in a pertinent field/program area which provided knowledge of principles and practices, current issues and concerns of the identified field/program area and State and federal agencies, community organizations and agencies, resources and services that interact with and have an impact on the agency's programs and activities. \*\*

For the classes Program Specialist V and VI, applicants must possess experience independently performing the full range of program planning, development, and evaluation activities for an agency's program or program activities.

Supervisory Experience: Supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary.

\* Supervisory Aptitude: For some positions in the class, Program Specialist V, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

**Substitutions Allowed:**

Possession of a master's degree from an accredited college or university in business administration, public administration or a field pertinent to the agency's programs and activities may be substituted for one (1) year of the Specialized Experience (Type 1), but not for the independent program planning, development and evaluation experience required for the V and VI levels.

**Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification:**

\*\* Selective certification requirements must be established for each position to identify the pertinent field or program area necessary for the Specialized Experience (Type 2) requirement.

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed

material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new classes PROGRAM SPECIALIST III, IV, V, and VI.

DATE APPROVED: 11/17/03 /s/ Dawn M. Young  
KATHLEEN N.A. WATANABE  
Director of Human Resources Development